



Overview & Scrutiny Committee Monday, 22nd June, 2020

You are invited to attend the next meeting of **Overview & Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Monday, 22nd June, 2020
at 7.00 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer:**

G. Woodhall Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors M Sartin (Chairman), R Jennings (Vice-Chairman), R Baldwin, P Bolton, L Burrows, D Dorrell, I Hadley, S Heather, J Lea, S Murray, D Plummer, S Rackham, P Stalker, D Stocker, D Sunger, J H Whitehouse and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND
SUBSTITUTE NOMINATION DEADLINE 18:00**

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

(Corporate Communications Manager) This virtual meeting is to be webcast, and Members are reminded of the need to unmute before speaking. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

(Democratic & Electoral Services Manager) To be announced at the meeting.

3. SUBSTITUTE MEMBERS

(Democratic & Electoral Services Manager) To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 18)

(Democratic & Electoral Services Manager) To confirm the minutes of the meeting of the Committee held on 28 January 2020 (as attached).

5. DECLARATIONS OF INTEREST

(Monitoring Officer) To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, Members are requested to pay particular attention to paragraph (11) of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before Overview & Scrutiny which relates to a decision of or action by another Committee or Sub-Committee of the Council, a Joint Committee or Joint Sub-Committee in which the Council is involved and of which the Councillor is also a Member.

Paragraph (11) of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

(Democratic & Electoral Services Manager) To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council’s Constitution.

(a) Public Questions

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Constitution.

(b) Requests to address the Overview and Scrutiny Committee

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

7. EXECUTIVE DECISIONS - CALL-IN

(Democratic & Electoral Services Manager) To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

8. CORPORATE PRIORITIES 2020/21

(Leader of Council) To receive an overview of the Council's Corporate Priorities for 2020/21.

9. REVIEW OF CABINET BUSINESS (Pages 19 - 32)

Recommendation:

That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the Overview and Scrutiny Work Programme and the overview of specific decisions proposed to be taken over the period of the plan.

(Democratic & Electoral Services Manager) Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan as was) at each meeting, to enable the identification of appropriate matters for the Overview and Scrutiny Work Programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;

- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;
- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the Forward Plan and to indicate where appropriate work could be carried out by the Council's Overview and Scrutiny function on behalf of the Cabinet.

The Executive's current programme of Key Decisions is attached as an Appendix to this report.

10. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 33 - 38)

(Democratic & Electoral Services Manager) Progress towards the achievement of the Work Programme for the Overview and Scrutiny Committee is reviewed at each meeting.

(a) Current Work Programme

The current Work Programme for the Committee is attached as an Appendix to this agenda.

(b) Reserve Programme

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of the Overview and Scrutiny Committee is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the Work Programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the Work Programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

11. OVERVIEW & SCRUTINY SELECT COMMITTEES - MEMBERSHIP 2020/21 (Pages 39 - 42)

To consider the attached report and schedule of nominations (to be circulated) for appointment to membership of the Select Committees for the current municipal year and to make appointments to the position of Chairman and Vice-Chairman for each of the Select Committees.

12. OVERVIEW & SCRUTINY SELECT COMMITTEES - WORK PROGRAMMES (Pages 43 - 50)

To consider the current Work Programmes for each of the Select Committees (as attached).

13. EXCLUSION OF PUBLIC AND PRESS

Exclusion

(Democratic Services Manager) To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

(Democratic Services Manager) Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview & Scrutiny Committee	Date:	Tuesday, 28 January 2020
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 9.52 pm
Members Present:	Councillors M Sartin (Chairman) R Jennings (Vice-Chairman) R Baldwin, P Bolton, L Burrows, S Heather, Y Knight, S Murray, S Neville, S Rackham, P Stalker, D Sunger, J H Whitehouse, D Wixley, J Share-Bernia and D Stocker		
Other Councillors:	Councillors N Bedford, S Kane, J Lea, A Lion, C McCredie, A Mitchell, A Patel, J Philip, C Whitbread and H Whitbread		
Apologies:	Councillors D Dorrell, I Hadley and G Mohindra		
Officers Present:	G Blakemore (Chief Executive), J Chandler (Service Director (Community & Partnership Services)), S Jevans (Interim Strategic Director), S Kits (Social Media and Customer Services Officer), J Leither (Democratic Services Officer), S Tautz (Democratic Services Manager) and G Woodhall (Democratic & Electoral Services Officer)		

49. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

50. SUBSTITUTE MEMBERS

The Committee noted that the following substitutions had been made:

- (i) Cllr D Stocker for Cllr I Hadley; and
- (ii) Cllr J Share-Bernia for Cllr G Mohindra.

51. MINUTES

Resolved:

- (1) That the minutes of the meeting held on 19 November 2019 be taken as read and signed by the Chairman as a correct record.

52. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

53. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted that no public questions or requests to address the meeting had been received.

54. EXECUTIVE DECISIONS - CALL-IN

The Committee noted that no executive decisions had been called-in for consideration since the previous meeting.

55. LOCAL ADULT SOCIAL CARE SERVICES - SCRUTINY OF EXTERNAL ORGANISATION

The Democratic Services Manager introduced Ms A Green, Director for Local Delivery in West Essex, and Ms M McGrath, Director of Commissioning, from Essex County Council to the Committee.

Ms A Green informed the Committee that Essex County Council had spent £590million on Adult Social Care in 2018/19; they had supported over 17,000 adults but had also received 33,500 new requests for support. In Epping Forest alone, 1,182 people were being supported, of which the majority were elderly, across a range of support needs. The Service had been implementing a Transformation Strategy over the previous 18 months, working with other health bodies and District Councils to move towards a preventative and early intervention model, as it was felt that the level of dependency could be minimised if intervention occurred earlier. This should lead to more people being supported in their homes, but it was acknowledged that there would always be some vulnerable people who would require 24-hour care.

Ms M McGrath reported that the Service was currently working on a number of programmes. One of these programmes was working with people who were suffering from learning difficulties and autism. One challenge for people with learning difficulties was that they tended to acquire dementia at an earlier age, so the programme was focusing on trying to get such people back into employment. The Service was also developing a programme to work more closely with Carers, who were critical in providing ongoing support. The focus of this programme was keeping people in their own homes and supporting them in their own homes. Other programmes concentrated on the use of technology to support people, and some interesting pilot projects were in place, as well as supporting people with mental illness to live more fulfilled lives. The overarching aim of the Service was how to work with people on a more personal basis, and give them a degree of choice over their care.

Cllr S Neville enquired about the inter-agency work that the Service undertook, particularly in relation to people with mental health issues to support and improve their lives. Ms M McGrath explained that the Service was involved in many partnerships across Essex; the National Health Service (NHS) in particular was a key partner as they accounted for 80% of the Service's referrals. District Councils were also a key partner in respect of the provision of housing needs. Physical activity was of huge benefit to people suffering from depression and a significant grant in excess of £1million had recently been received to increase people's physical activity. Ms A Green added that the Service was determined to shift its focus from a medical model to a more social model for supporting people with mental health issues. This shift in mental health support was being supported by using the available resources in local communities.

Cllr S Murray enquired about a recent article in the Epping Forest Guardian newspaper, which stated that the proposed budget for Essex County Council in 2020/21 was looking to save £24million from activities associated with Adult Social Care, including £17.7million from services for people with learning disabilities, £1million from mental health services, and £1.2million from services for the elderly. The Councillor asked what would these budgetary savings mean in reality for service delivery?

Ms M McGrath stated that she was aware of the proposed budgetary savings, but also highlighted that the Service spent over £400million per annum to give some context. The Service was looking at how it could improve outcomes for people and, as mentioned earlier, the Service had concentrated on the latter stages in the past whereas now it was looking to intervene earlier. Similar issues were also being studied for people with mental health problems, and supporting users at home was generally less expensive for the Service to provide. It should also be noted that there were also investment opportunities for the Service alongside the budgetary savings. Ms A Green added that partnership working also helped to improve services and therefore make savings. Traditionally, the Service waited for a crisis to happen but now it could intervene earlier by working with other agencies, which was less costly and freed up resources for other users. This approach also gave a higher quality of life for users of the Service.

Cllr R Baldwin stated that he was aware of the escalating costs for Adult Social Care, as well as the increasing demand, and was pleased to see the measures being taken to reduce costs through partnership working. However, the Councillor wanted to know to what extent were the voluntary and charity sectors involved in Adult Social Care?

Ms A Green stated that there was a good track record of partnership working with the voluntary sector in the District, with a single point of access for a number of agencies in West Essex. The Service was also linked via Frontline – a voluntary sector portal for accessing services. The voluntary sector could help people to help themselves, and there would be more opportunity for involvement in the future, plus the Service could also assist with the funding of voluntary sector organisations. The Service was also working closely with Princess Alexandra Hospital in Harlow to form an integrated partnership with voluntary sector organisations.

Cllr S Rackham asked about the use of technology to contact hard-to-reach groups, and for some information on the replacement for Careline. Ms M McGrath reminded the Committee that the Service was moving towards an early intervention model which, with people living longer, would see them staying at home for longer. It was noticeable that the elderly was prepared to use technology, especially 'Alexa'-type devices and technology that was intuitive to use, which had the potential to be hugely transformative for people's lives. In respect of Careline, new providers were in the process of being procured to provide the service. Ms A Green added that many elderly people now had iPads and smart mobile phones. There were concerns that technology could replace human contact, but the Service was looking at technology to enhance the services that could be provided and used in the right circumstances.

Cllr D Wixley highlighted a case that he had been made aware of by a resident at a County Council-owned Care Home, which was being run by a third party. There were issues at the Care Home with the plumbing and heating, as well as problems with running the Care Home itself. This particular person now felt that she had made a mistake by going into a Care Home as other residents had dementia, and she felt that she could have stayed in her own home with suitable help. The Councillor enquired whether the County Council did its own inspections of Care Homes, and

added that this Council ran a number of sheltered home schemes which he hoped had no duplication with County Council facilities.

Ms A Green explained that the Care Quality Commission regulated Care Home providers, and inspection routines were published. The County Council also had its own Safeguarding & Quality Team, who worked with Care Home Providers; the County Council kept a risk profile on those providers and worked closely with them to stabilise their provision. The Service was aware that people in the past had moved into residential care too early, and more solutions were now provided to allow people to remain in their own homes for longer.

Ms M McGrath added that most provision in the future would be for people suffering from dementia, and they would make up the majority of the people residing in care facilities. The Service was keen to further develop accommodation pathways, providing care support in sheltered schemes for a number of people together. This was also an opportunity for the Service to work more closely with District Councils over sheltered housing, although it was acknowledged that sheltered housing was not as popular as it had been in the past. The Service intended to talk to District Councils about their plans for their sheltered housing schemes.

Cllr Y Knight highlighted an issue with social housing, whereby vulnerable adults were being housed in social housing with other people who had drink or drug dependencies. The Councillor wanted to know what preventative models were being put in place to prevent this happening in the future. The Leader of the Council, Cllr C Whitbread, added that he was actively engaged in this issue and had recently discussed similar concerns with a number of London Borough Councils. Cllr H Whitbread, the Housing Portfolio Holder, stated that she met regularly with other Essex Councils and knew that this was a widespread problem – especially in Harlow. Often, London Borough Councils would move their residents out of London to cheaper accommodation, without informing the host authority. Ms A Green explained that the Service was aware of this issue, and had also tried to map the level of need for social housing for vulnerable adults across the County.

Cllr R Jennings commented that the Local Government Association was currently examining the relationship between County and District Councils. Adult Social Care was traditionally a County Council responsibility, but this and other areas could be investigated for joint working. Ms M McGrath agreed, and a number of partnership working initiatives were already under way. As part of this, the Service was looking at issues being faced by both types of Council together, rather than in isolation. Ms A Green agreed that there was a huge scope for partnership working between different Councils and added that the Service was actively working with this District Council on a number of issues, including the usage of green spaces and local leisure centres.

Cllr A Patel, the Portfolio Holder for Commercial & Regulatory Services, stated that he was always looking for ways for this Council to become more involved in Adult Social Care, and welcomed any opportunity to support the County Council in caring for the District's vulnerable residents. Ms A Green stated that it was a pleasure to work with this Council, and there had been heavy joint investment at a place based level; there was a need now to shift the focus to how great our local communities were. Cllr H Whitbread, Portfolio Holder for Housing Services, reminded the Committee that a review of the Council's elderly housing was being undertaken, as there was a lower level of interest in sheltered housing schemes now than in the past.

Cllr A Lion, Portfolio Holder for Strategic Projects, informed the Committee that technology issues had been discussed by the organisations involved in the Digital

Innovation Zone, and it was found that older people were using technology and using it very well. Careline was now utilising old technology, and would be replaced by better technology which would allow people to live at home whilst also being monitored.

The Chairman thanked Ms A Green and Ms M McGrath for their presentation, and for answering the many questions from the Committee.

Resolved:

- (1) That the external scrutiny of Essex County Council regarding the current provision, planning, management and performance of local Adult Social Care services by the Committee be noted.

56. CABINET BUSINESS

The Democratic Services Manager presented the Executive's current Programme of Key Decisions for the Committee to consider.

Planning Services

Cllr J Philip, Planning Services Portfolio Holder, informed the Committee that the item on the Draft Latton Priory Masterplan would not be considered at the meeting of the Cabinet on 6 February 2020, as outstanding issues with the access road to the site were still being worked on, as requested by the Planning Inspector at the Examination in Public of the Local Plan last year. It would most likely be considered by the Cabinet on 23 April 2020.

Housing & Property Services

Cllr S Murray enquired when the papers would be available for the Stronger Communities Select Committee's review of the project scope for the review of the Council's Sheltered Housing Assets? The interim Strategic Director stated that the scoping exercise for the project brief had been completed and had been reviewed by the Stronger Place Select Committee. It was expected that the review itself, and any recommendations arising thereout, would be completed by April or May this year. Cllr Murray requested sight of the review of the project scope and this was agreed.

Customer Services

Cllr Murray also enquired whether the listed date of decision for the District Electoral Review of 1 April 2021 was accurate? Cllr C Whitbread, as Leader of the Council, stated that this review would not be undertaken until the Local Plan was completed and adopted, in order to see where the likely population growth was to be. Consequently, this item should probably be removed from the Programme.

Commercial & Regulatory Services

Cllr A Patel, as Portfolio Holder for Commercial & Regulatory Services, reported that the report on the proposed transfer of land site opportunities into the new Qualis Development Company would be submitted to the Cabinet scheduled for 26 March 2020.

Leader

Councillor J H Whitehouse enquired how far had the design of the new Leisure Centre (for Epping) progressed, and whether there would be an opportunity for the users of the current Leisure Centre to express their views on the design. Cllr C Whitbread reassured the Committee that there would be a consultation exercise, which would probably begin in the late Spring period, and Cllr J Philip added that as the St John's Road Development was referenced in the Local Plan then a Development Management Forum would also be established.

57. OVERVIEW & SCRUTINY COMMITTEES - CO-OPTION OF MEMBERS

The Democratic Services Manager presented a report concerning the co-option of members onto Select Committees.

The Democratic Services Manager highlighted that a draft protocol for the co-option of independent members onto Select Committees had been submitted for consideration, following the Committee's request at its last meeting. As the co-option of members to Scrutiny Committees was a constitutional issue, it had been suggested that the draft protocol should be considered by the Constitutional Working Group prior to its formal adoption. The Committee was reminded that the Members' Allowances Scheme permitted an annual allowance of £500 for co-opted independent members, and any proposed revisions to this aspect of the protocol would need to be considered by the independent and advisory Member Remuneration Panel.

Cllr J H Whitehouse felt that the draft protocol was comprehensive, but disagreed with the description of the role of co-opted members to challenge the Council; the Councillor felt that their role was to bring their expertise to the Select Committee and section 2 of the draft protocol should be revised. The Chairman welcomed the comments but felt this issue could be considered at the Constitutional Working Group.

Cllr Wixley enquired whether co-opted members would be advising the Select Committee, or form part of the Select Committee and asking questions at meetings? The Democratic Services Manager outlined the difference between a co-opted member and an independent expert, and emphasised that it was proposed to appoint co-opted members to Select Committees for a specified period of time not exceeding one municipal year. The Chairman felt that this difference was highlighted within the protocol.

Resolved:

- (1) That the draft protocol for the co-option of non-elected members to the Council's Overview & Scrutiny Committees be agreed, and submitted to the Constitutional Working Group for approval.

58. LOCAL HIGH STREETS TASK & FINISH PANEL

The Senior Democratic Services Officer presented a report on the newly established Task & Finish Panel for Local High Streets.

The Committee was informed that the following Councillors had expressed a wish to be part of the Task & Finish Panel: J Jennings; R Jennings; H Kane; H Kauffman; P Keska; D Plummer; S Rackham; C Roberts; J Share-Bernia; D Stocker; and J H Whitehouse. Cllr R Jennings nominated Cllr Share-Bernia to be Chairman of the

Panel, which was seconded by Cllr Sunger; there were no other nominations. It was also suggested that authority be delegated to the Panel to appoint a Vice-Chairman at its first meeting, which was duly agreed.

The Committee was reminded that it had to agree the Panel's Terms of Reference and Work Programme. Whilst there was no objections to the drafts of either, Cllr J H Whitehouse enquired as to why there was a deadline for the Panel's work, as this appeared pointless to the Councillor. The Democratic Services Manager explained that a Task & Finish Panel was established to deal with ad-hoc projects or reviews that were time-limited and non-cyclical with a clearly defined objective. Consequently, the draft work programme for the Panel did include an end date for reporting back to the Overview & Scrutiny Committee; however, this end date could change which did give a degree of flexibility to the Panel.

Resolved:

- (1) That the Terms of Reference and Work Programme be agreed for the Local High Streets Task & Finish Panel for the remainder of the 2019/20 municipal year;
- (2) That the following Councillors be appointed to membership of the Task & Finish Panel:
 - (a) J Jennings;
 - (b) R Jennings;
 - (c) H Kane;
 - (d) H Kauffman;
 - (e) P Keska;
 - (f) D Plummer;
 - (g) S Rackham;
 - (h) C Roberts;
 - (i) J Share-Bernia;
 - (j) D Stocker; and
 - (k) J H Whitehouse.
- (3) That Cllr J Share-Bernia be appointed as the Chairman of the Task & Finish Panel for the remainder of the municipal year; and
- (4) That authority be delegated to the Task & Finish Panel to appoint their Vice-Chairman at their first meeting.

59. CORPORATE PLAN ACTION PLAN YEAR 2 - QUARTER 3 PERFORMANCE REPORT

The Service Director for Community & Partnerships presented a report on the performance of the Corporate Plan Key Action Plan for Quarter 3 of the second year of the Plan.

The Service Director reminded the Committee that the Action Plans provided a mechanism for reporting on the Council's Key Performance Indicators and Key Programmes of Work, which highlighted the Council's overall performance against the agreed corporate objectives. This Action Plan was for Year 2 of the Corporate Plan, which covered the municipal year 2019/20. Four of the Key Programmes were amber rated, one Key Programme was red rated, and one Key Performance Indicator was currently behind schedule against its target.

The Service Director added that it was the Council Housebuilding Programme which was red rated, but there was confidence that the Programme would get back on schedule once the new Development Officer was in post. In addition, the Local Development Scheme for the Local Plan Programme had to be updated to reflect the new timetable agreed with the Planning Inspector during the Examination in Public. Adoption of the Local Plan was now expected by the end of 2020. The Key Performance Indicator for Improved Customer First Contact had improved by 4.56% since quarter 2, although it was still behind its target of 45%. It was also highlighted that the Key Performance Indicator for Increased Customer Satisfaction was now exceeding its target with a rating of 83% for Quarter 3.

Cllr Neville enquired how many customers did not actually complete the survey for the Increased Customer Satisfaction Key Performance Indicator, but the Service Director did not have the complete figures available and undertook to provide the information to the Councillor in the coming days after the meeting.

Resolved:

- (1) That the performance in Quarter 3 of 2019/20 for the Key Performance Indicators and Key Programmes of Work within the Corporate Plan be noted.

60. TRANSFORMATION PROGRAMME - ACCOMMODATION STRATEGY

The interim Strategic Director presented an update report on the Accommodation Strategy.

The interim Strategic Director reported that listed building consent for the refurbishment had been approved, with some minor planning conditions that would be managed through the works contract. A contract from the Joint Contracts Tribunal suite of contracts had been proposed. It was a standard form of contract and design responsibility would lie with the contractor. It was proposed to use a public framework to procure the contract as it complied with the OJEU procurement process; all nine contractors who had qualified through the framework would be asked if they were interested in submitting a tender for the works.

The interim Strategic Director stated that a detailed decant plan had been developed to manage how different teams would be moved into the Conder building and other offices between January and June 2020. Staff were also being encouraged to start working within their teams on the new 7 : 10 working ration in preparation for their return to the refurbished Civic Offices. The ICT Strategy was an important enabler for

the project, and this included the roll-out of Microsoft Teams to facilitate agile working.

The interim Strategic Director informed the Committee that a ‘*Change Champions*’ group had been established to ensure adequate staff engagement in the project. A Member Workshop had been held in December 2019 to present the detailed plans for the building and review the pilot scheme on the second floor of the Civic Offices. There would be a further Member Workshop to progress the designs of the existing Member space on the first floor of the Civic Offices.

Cllr R Baldwin enquired what the 7 : 10 ratio referred to, and how the decisions regarding the temporary arrangements for Member meetings, particularly the use of the Control Tower at North Weald Airfield, was arrived at? The interim Strategic Director responded that the 7 : 10 ratio referred to 7 desks being available for every 10 members of staff. In respect of the temporary arrangements for Member meetings, the Control Tower at North Weald Airfield was an option but other venues were being considered. There would be further consultation with Members before June, and arrangements would be put in place for transport to other meeting venues.

Cllr S Murray wanted an assurance that the painful lessons from going over budget when originally building the Civic Offices had been learnt for this refurbishment project. Additionally, the Councillor would like Members to be consulted over the plans for off-site Member meetings during the refurbishment period, and highlighted the importance of public access to Committee meetings as well. The Chairman added that it was particularly important for the public to be able access Planning meetings. The interim Strategic Director reassured the Committee that the Council had commissioned consultants for the tender process, and the works would be monitored very closely to ensure that the project did not exceed its budget. More detailed options for Member meetings during the refurbishment project would be presented to Councillors within the next month for consultation.

Councillor Wixley enquired whether the OJEU regulations were still applicable after the United Kingdom left the European Union, and what was the date for the next Member Workshop? Cllr J H Whitehouse also enquired about the cost of the proposed structural changes and fittings. The interim Strategic Director stated that the OJEU would still apply after the United Kingdom left the European Union, and it was a very good process to follow when procuring large contracts. The date for the next Member workshop would be circulated in the next week when it had been finalised. The cost of the structural changes to the Civic Offices was projected to be £6.6million, but the Director did not have the cost of the fittings to hand and would respond to the Councillor in the next few days.

Resolved:

- (1) That the current progress with the Accommodation Strategy be noted.

61. GROUP COMPANY STRUCTURE

The interim Strategic Director presented a report on the progress with the establishment of the proposed Group Company structure.

The interim Strategic Director reported that the Cabinet had recently agreed the proposed approach to the development of the Council-owned land in Epping and Waltham Abbey. Qualis Commercial would undertake these development projects directly, which would provide the Council with additional capital value and a long-term revenue source. It had also been identified that it would be beneficial for the Council

to consider the sites in Epping as a package rather than individually, as this would enable greater flexibility in achieving commercially viable schemes.

The interim Strategic Director stated that a six-year business plan had been completed for the Qualis Management service company, setting out the strategy, implementation requirements, performance management and the phasing of the additional work required to create a successful management company. The Committee was reminded that the initial service to be provided through the management company was the existing repairs and maintenance service for the Council's housing stock, but additional services could be included in the future if appropriate or beneficial.

Finally, the interim Strategic Director highlighted that the key governance documents to provide the framework for control of decision making, levels of authority and powers of delegation had been completed and would be submitted to the next meeting of the Cabinet for approval. It had been proposed that the composition of the Group company board should consist of Council Officer appointees, Council Members and independent non-executives. Members had been invited to attend a workshop on 3 February 2020 to hear a presentation from the Council's legal advisors on the governance arrangements for the Group companies. The Chairman added that the Cabinet agenda had been published that afternoon.

Cllr S Murray commented that he, along with Cllr R Brookes, were accountable for the Council in his ward, and enquired what mechanism(s) had been put in place for the wider Council to influence the decisions made by the Group companies? The Chief Executive explained that the mechanism was the Shareholders Agreement, which listed every control, and this would be explained in more detail at the forthcoming Member workshop. The business cases for each company had been adopted and Qualis Management could operate within the scope of its business case, but anything outside of this scope had to be referred to the Council for a decision.

Cllr S Neville asked what measures were being implemented to keep the planning process at arm's length from the management of Qualis? The Chief Executive agreed that this was an important point and it was relevant to discuss the disclosure of interests, especially pecuniary interests. The public perception point was also important, but the issue regarding the Council progressing development opportunities already existed. Senior Officers were already in discussions with Planning Officers about this issue, and advice had also been taken; this issue would also be covered in more detail at the forthcoming Member workshop. Cllr J Philip, as Planning Services Portfolio Holder, added that Qualis Commercial would deal with sites that were already in the Local Plan, and the usual constraints would apply in these circumstances - regardless of who the developer was. The process would be very transparent.

Cllr Wixley commented that the Housing Repairs staff were originally TUPE'd to Mears, and asked if they would now be TUPE'd to Qualis? The interim Strategic Director reminded the Committee that it was only the management of the Housing Repairs Service which was outsourced to Mears, everything else remained in the ownership / employ of the Council. Thus, all of the staff in the Repairs Service were Council staff and they would TUPE'd to Qualis, but would remain in the Local Government Pension Scheme. Qualis would have its own management, but the new company would have further opportunities to invest in the service, which could bring significant benefits – including the possibility to perform additional private sector work in the future.

Referring to the earlier point concerning the declaration of interests at Planning Committee meetings, Cllr Y Knight reminded the Committee about the public perception of a pecuniary interest and that even a perceived pecuniary interest could also be subject to an investigation. The Councillor felt that this issue should be taken seriously and Members and Officers should be treated equally across the board. The Chief Executive concurred with Cllr Knight's comments.

Resolved:

- (1) That the progress with the activities undertaken to date to establish a Group of companies wholly owned by the Council be noted.

62. TRANSFORMATION PROGRAMME - PEOPLE STRATEGY

The Chief Executive updated the Committee on the current progress with the People Strategy.

The presentation from the Chief Executive covered the following elements:

- The People Strategy from 2017 – 20;
- The five streams in the Strategy;
- Developing Leadership – Management Accountability;
- The Common Operating Model;
- The recruitment completed to date;
- Developing skills and capacity – essential management skills;
- The People Strategy financial outcomes; and
- Possible future elements for the new People Strategy.

Resolved:

- (1) That the update on progress with the People Strategy be noted.

63. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME

The Democratic Services Manager presented the Overview & Scrutiny Work Programme for 2019/20, including the Reserve List.

Cllr Neville felt the Council should be more insistent that external organisations attend meetings of the Overview & Scrutiny Committee to be properly scrutinised. The Democratic Services Manager reminded the Committee that it was sometimes easier to procure attendance for a Member Briefing rather than at a formal meeting of the Committee. Cllr Neville stated that this worried him as it gave the impression that these organisations did not want to be properly scrutinised; the Chairman felt that this was an issue that should continue to be monitored in the future.

Resolved:

- (1) That the current Overview & Scrutiny Work Programme for 2019/20 be noted.

64. SELECT COMMITTEES - WORK PROGRAMME

Cllr Y Knight introduced the Stronger Communities Select Committee Work Programme for 2019/20, and reported that everything was currently on schedule. Cllr Knight stated that she would prefer future meetings of the Select Committee to be held before the meetings of the Overview & Scrutiny Committee, so more timely updates on the Select Committee's work could be given to the Committee. The

Chairman reminded the Committee that the Annual Calendar of Council Meetings for 2020/21 would be considered by the Council next month and this issue could be considered then.

Cllr Murray requested that a report be submitted to the next meeting of the Stronger Communities Select Committee regarding the Community Safety Partnership Annual Report. Cllr Murray was concerned at some of the figures contained within it, and was very concerned about the casualty figures for Epping Forest, which appeared to be the highest in Essex; the Councillor was simply looking for an explanation.

Cllr D Sunger introduced the Stronger Place Select Committee Work Programme for 2019/20, and reported that items regarding the Climate Emergency and Older People's Services had been added to the Work Programme.

Cllr P Bolton introduced the Stronger Council Select Committee Work Programme for 2019/20, and stated that there was nothing specific to report.

Resolved:

- (1) That the Stronger Communities Select Committee Work Programme for 2019/20 be noted;
- (2) That the Stronger Council Select Committee Work Programme for 2019/20 be noted; and
- (3) That the Stronger Place Select Committee Work Programme for 2019/20 be noted.

65. EXCLUSION OF PUBLIC AND PRESS

The Committee noted that there was no business which necessitated the exclusion of the public and press from the meeting.

66. ANY OTHER BUSINESS

The Committee noted that the Democratic Services Manager, Mr S Tautz, would be leaving the Council at the end of the week after many years of loyal service. The Chairman asked the Committee to join her in thanking Mr Tautz for all of the assistance and support he had given during his time with the Council in Democratic Services, and wishing him well in his future endeavours.

CHAIRMAN



**Epping Forest
District Council**

THE KEY DECISION LIST

INCLUDING PROPOSED PRIVATE DECISIONS

(01 June 2020)

The Key Decision List including Proposed Private Decisions

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

Key Decisions

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Chief Financial Officer are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

Private Decisions

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Corporate Aims & Key Objectives 2019/20

Stronger Communities

- (1) People live longer, healthier and independent lives:
 - (a) supporting healthy lifestyles; and
 - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
 - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
 - (a) enabling Communities to support themselves;
 - (b) Providing culture and leisure opportunities; and
 - (c) Keeping the District safe.

Page 22

Stronger Place

- (1) Delivering effective core services that people want:
 - (a) Keeping the District clean and green; and
 - (b) Improving the District housing offer;
- (2) A District with planned development:
 - (a) Planning development opportunities; and
 - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

Stronger Council

- (1) Customer satisfaction:
 - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
 - (a) Robust local democracy and governance;
- (3) A culture of innovation:
 - (a) Enhancing skills and flexibility of our workforce; and
 - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
 - (a) Efficient use of our financial resources, buildings and assets; and
 - (b) Working with commercial partners to add value for our customers.

Cabinet Membership 2019/20

Chris Whitbread	Leader of the Council
John Philip	Finance & Economic Development
Aniket Patel	Commercial & Regulatory Services
Sam Kane	Customer & Corporate Support Services
Nigel Bedford	Planning & Sustainability
Holly Whitbread	Housing & Community
Nigel Avey	Environmental & Technical Services

Contact Officer

Adrian Hendry
Democratic Services Officer

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WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
LGA Peer review - Position Statement	Draft Position Statement for the LGA Peer review.	No	20 April 2021	Cabinet		Georgina Blakemore 01992 56 4233	
Peoples Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy. To consider further details for the next stage of the Common Operating Model.	Yes		Cabinet		Georgina Blakemore 01992 564233	PID P170 - Peoples Strategy Common Operating Model - Management Structure
Epping Sites, St John's Road and Roundhills - Ongoing	To proceed with the new Leisure Centre in Partnership with Places Leisure and to seek expressions of interest for the Cinema. Ongoing Reporting.	Yes		Cabinet		Georgina Blakemore 01992 564233	
Accommodation Programme	Procurement and contract award.	Yes	1 June 2020	Cabinet		Sacha Jevans 01992 564229	
Qualis Monitoring - Ongoing Quarterly	Financial reporting plan update to include Pyrls Lane.	Yes	17 September 2020	Cabinet		Georgina Blakemore 01992 564233	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Garden Town Masterplanning at North Weald Airfield -Sustainable Transport Corridor Planning Update	To agree the Latton Priory Masterplan to go out to public consultation.	Yes	20 July 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Mitigation Strategy for Epping Forest SAC		Yes	20 July 2020	Cabinet		Alison Blom-Cooper 01992 564066	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Finance Paper	What Covid-19 has done to the authority and the workforce.	No	1 June 2020	Cabinet		Nick Dawe 01992 562541	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Strategic Review of Waste Management	Review of the Waste and Recycling service and the end of first ten year term of Biffa Contract in 2024.	Yes	3 December 2020	Cabinet		James Warwick 01992 564350	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	19 October 2020	Cabinet		Mandy Thompson 01992 564705	
Procurement Strategy	The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities.	Yes	19 October 2020	Cabinet		Shane McNamara 01992 56 4331	
Contract Variation with Places Leisure	To progress contract variation with Places Leisure to address the change in direction from what was tendered for, to include provision of a new leisure centre in Epping instead of North Weald.	Yes	3 December 2020	Cabinet		James Warwick 01992 564350	

WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020

PORTFOLIO - HOUSING AND COMMUNITY

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Sheltered Housing Assets	For the Place Select Committee to consider the recommendations arising from the review of Older People's housing provision and agree resulting action to ensure appropriate future provision that meets the needs of the District's ageing population.	Yes	20 July 2020	Cabinet		Jennifer Gould 01992 564073	
Acceptance of Tender - Contract 590 - External Maintenance Repairs and Redecoration Programme 2020-25	In order to undertake planned external repairs and redecoration to council owned properties.	Yes	1 June 2020	Cabinet		Haydn Thorpe 01992 564162	
Acceptance of Tender - Contract 690 & 790 - Inspection, Maintenance & Improvements of Void Properties 2020-25	In order to undertake inspections, maintenance and improvements to void council owned properties.	Yes	20 July 2020	Cabinet		Haydn Thorpe 01992 56 4162	
Council Housing Building Update	Update on current house building programme.	No		Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Custom House Building	New policy on Self-build. EFDC currently hold a waiting list of people who	No	23 June 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	

Policy	wish to self-build. Policy is a legislative requirement.						
Information paper on our proposal to review service charges	Information paper on the proposal to review the collection of service charge. Will have a financial impact on tenants. Additional income for EFDC.	Yes	11 June 2020	Cabinet		Deborah Fenton 01992 56 4221	
Recommendations on Policy for flexible service charges	New policy on our collection of service charges.	Yes	17 September 2020	Cabinet		Deborah Fenton 01992 56 4221	
EFDC's role in the provision of Telecare	To receive the Communities Select Committee's views on the future of EFDC's provision of Health Care Technology in light of ECC's tender for a single contractor of a county wide care technology service.	Yes	11 June 2020	Cabinet		Jennifer Gould 01992 56 4073	
CHBCC Tender Approvals	Paper to recommend latest tender appointments.	Yes	23 June 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Recommendations of Framework for construction of CHB	Review of the current framework arrangements and agree recommendations.	Yes	8 September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Options for disposal of RTB Receipts	Recommendations for the disposal of right to buy receipts.	Yes	8 September 2020	Council Housebuilding Cabinet Committee		Deborah Fenton 01992 56 4221	
Initial Feasibility on Providing Community Facilities and Residential Accommodation at St John's Church	Provides information on the desk top feasibility study at St John's Church and asks for recommendation to move to the full feasibility stage.	Yes	23 April 2020	Cabinet		Deborah Fenton 01992 56 4221	

WORK PROGRAMME - 1 JUNE 2020 TO 30 SEPTEMBER 2020

PORTFOLIO - CUSTOMER AND CORPORATE SUPPORT SERVICES

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Workforce Update	Workforce response for Corvid-19.	No	11 June 2020	Cabinet		Paula Maginnis 01992 564536	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
North Weald Airfield Masterplan	To report back on the interest to develop the identified Masterplanning area on North Weald Airfield.	Yes	20 July 2020	Cabinet		Sacha Jevans 01992 56 4229	
Qualis	Transfer of Grounds Maintenance and Fleet Operations Service from EFDC to Qualis.	Yes	17 September 2020	Cabinet		Qasim Durrani 01992 564055	

Overview and Scrutiny Committee Work Programme 2020/21

Chairman: Councillor M. Sartin

#	ITEM	REPORT DEADLINE	PROGRESS/COMMENTS
1.	Cabinet Business	Ongoing	To review the Executive's programme of Key Decisions at each meeting, to identify appropriate matters for the work programme and provide an opportunity for the overview of specific decisions. To consider any call-ins as and when they arise.
2.	Group Company Structure	Ongoing. Added to work programme by Agenda Planning Group (29-Oct-19).	To review progress regarding the establishment and operation of the Council's Group Company Structure at each meeting of the Committee.
3.	Accommodation Strategy	Ongoing. Added to work programme by Agenda Planning Group (29-Oct-19).	To review progress regarding the implementation of the Council's Accommodation Strategy at each meeting of the Committee.
4.	People Strategy	Ongoing. Added to work programme by Agenda Planning Group (29-Oct-19).	To review progress regarding the implementation of the Council's People Strategy at each meeting of the Committee.
5.	Overview and Scrutiny Work Programme 2020/21	22 June 2019	To agree the work programmes for the Overview and Scrutiny Committee and each of the select committees for 2020/21. (First meeting of each municipal year)

6.	Select Committee Memberships	22 June 2020	To consider nominations for membership of and appoint the Chairman & Vice-Chairman for each Select Committee. (First meeting of each municipal year)
7.	Corporate Priorities 2020/21	22 June 2020	Leader of Council to present the Council's corporate priorities for 2020/21 to the Committee. (First meeting of each municipal year)
8.	Customer Services	16 July 2020 (Annual Report)	Service Director (Customer Services) to report on customer service initiatives and performance, including compliments and complaints and call-handling.
9.	Epping Forest Youth Council	16 July 2020	Annual Report from Youth Council on completed and proposed activities. <i>Carried forward from the postponed meeting on 17 March 2020.</i>
10.	Waste Management Task & Finish Panel Review – Final Report	16 July 2020	To consider the options recommended by the Task & Finish Panel for the Waste Management Review. <i>Carried forward from the postponed meeting on 17 March 2020.</i>
11.	Corporate Plan Year 3 – Q1 Performance Review	16 July 2020	To review Q1 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.

12.	Local High Streets – Viability & Regeneration	16 July 2020 (Carried forward from the Reserve Work Programme for 2018/19)	Proposed Task and Finish Panel agreed by the Committee on 19 November 2019. Terms of Reference and Work Programme for the Task and Finish Panel agreed on 28 January 2020. Original Schedule: <ul style="list-style-type: none"> - 24 February 2020 (meeting held) - 19 March 2020 (meeting postponed) - 15 April 2020 (meeting postponed) - 14 May 2020 (meeting postponed) ⇒ Report back to Overview & Scrutiny in June 2020. To consider whether the Terms of Reference are still relevant following the Covid-19 lockdown, and the future of this Task & Finish Panel.
13.	Local Mental Health Services – Scrutiny of External Organisation	15 October 2020 (Carried forward from Reserve Work Programme for 2018/19)	To review the provision of local mental health services. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed. Approach made to West Essex Clinical Commissioning Group and Essex Partnership University NHS Foundation Trust. Briefing to be provided to frontline staff on 16 July 2019 by Essex Partnership University NHS Foundation Trust. All members invited to attend briefing. Possibility of further session for members to be investigated. Carried forward from the postponed meeting on 17 March 2020.
14.	Corporate Plan Year 3 – Q2 Performance Review	15 October 2020	To review Q2 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.
		19 November 2020	
15.	Corporate Plan Year 3 – Q3 Performance Review	2 February 2021	To review Q3 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.

16.	Epping Forest Youth Council	15 April 2021	Annual Report from the Epping Forest Youth Council on completed and proposed activities.
17.	Corporate Plan Year 3 – Q4 Performance Review	15 April 2020	To review Q4 performance by exception in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.
14.	Epping Forest Sixth-Form Consortium (Scrutiny of External Organisation)	To be confirmed. Carried forward from reserve work programme for 2017/18 and 2018/19.	(PICK submission) To review the progress of the Sixth Form Consortium established in September 2015. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme;

RESERVE PROGRAMME ITEMS

ITEM	REPORT DEADLINE/PRIORITY	PROGRESS/COMMENTS
(1) Essex County Council (Children's Services) (Scrutiny of External Organisation)	Carried forward from reserve work programme for 2017/18 and 2018/19.	Recommendation arising from Children's Services Task and Finish Panel requires the Committee to meet with Essex County Council in respect of children's services on an annual basis. The Director of Children's Commissioning attended the meeting in April 2016. To be considered further at a later date. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme;

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Report to the Overview and Scrutiny Committee

Date of meeting: 22 June 2020

SCRUTINY



Subject: Overview & Scrutiny Select Committees – Membership 2020/21

Responsible Officer: Gary Woodhall (01992 564180)

Democratic Services: Gary Woodhall (01992 564532)

Recommendations/Decisions Required

(1) That the Committee make appointment to membership of the following Select Committees for the 2020/21 municipal year, in accordance with the Overview and Scrutiny rules of the Council's Constitution:

- (a) Stronger Communities Select Committee;**
- (b) Stronger Council Select Committee; and**
- (c) Stronger Place Select Committee; and**

(2) That the Committee make appointment to the positions of Chairman and Vice-Chairman of each of the Select Committees for 2020/21.

Report

Introduction

1. As the Committee is aware, an Overview and Scrutiny framework based on a structure of three new select committees was established from the commencement of the 2019/20 municipal year. The responsibilities of each select committee reflect the themes of the Corporate Plan for 2018-2023.
2. The Overview and Scrutiny rules set out within Article 6 of the Council's Constitution require that the Committee determine the number of select committees and review whether they should continue in being, at its first meeting of each municipal year. Additionally, the membership of the select committees is to be appointed by the Overview and Scrutiny Committee at the first meeting each year, as such appointments are reserved to the Committee and not made by the Council at its annual meeting.
3. The Overview and Scrutiny rules of the Constitution provide that membership of the select committees must reflect pro rata requirements and the lowest number of members necessary to achieve cross-party representation, whilst also allowing for the inclusion of members who are not members of a political group or the Overview and Scrutiny Committee. The following options are available to achieve the pro rata membership requirements of the Constitution, for the select committees for 2019/20.

Select Committee Membership – Pro Rata

4. Membership of the select committees has traditionally been based pro rata on eleven members. Given the current political composition of the Council, this approach provides

for select committee membership to include members of all political groups, but not councillors that are not currently members of a political group.

5. For 2019/20, the lowest number of members necessary to reflect pro rata requirements in the membership of the select committees, whilst also achieving the cross-party requirements of the Overview and Scrutiny rules of the Constitution, was fifteen members. Unfortunately, this pro rata approach also does not provide select committee membership for 2020/21, for councillors that are not currently members of a political group.
6. The extension of membership of the select committees to thirteen members for 2020/21 would provide one additional seat on the select committees for each of the Conservative and Loughton Residents Association Groups. In order to accommodate independent member representation on the select committees for the next year (if required), the Conservative Group and the Loughton Residents Association Group might wish to relinquish one of the additional seats arising from the extension of membership, in order that these positions may be filled by an independent member. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires no member of Council to vote against this arrangement. The Committee is advised however that no request for membership of the select committees has been made by any councillor that is not currently a member of a political group.
7. The Committee is requested to consider the issues set out above and to make appointment to membership of the select committees for 2020/21, in accordance with the Overview and Scrutiny rules of the Council's Constitution.
8. The Committee is reminded that the Constitution (Article 11, Paragraph 8 (Eligibility for Membership - Councillor Members)), provides that councillors appointed to the Audit and Governance Committee may not also be members of any select committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures. For the purposes of the Council's current Overview and Scrutiny framework, this provision relates directly to the Stronger Council Select Committee.
9. Nominations to the select committees that have been submitted by Group Leaders are set out in the schedule attached as Appendix 1 to this report. Any further nominations will be reported at the meeting. If the number of nominations exceeds the available places, the Committee will be required to vote on these appointments.

Select Committees - Chairmen and Vice-Chairmen

10. Appointment to the positions of chairman and vice-chairman of each of the select committees are also reserved to the Overview and Scrutiny Committee. These appointments are excluded from the calculation arising from the existing protocol on the allocation of chairman and vice-chairman positions for other committees, sub-committees and panels.
11. The Committee is requested to make appointments to the position of chairman and vice-chairman of each select committee for 2020/21. Nominations for the respective chairman and vice-chairman submitted by Group Leaders are also set out in Appendix 1 and any further nominations will be reported at the meeting. Where more than one nomination is received for each position, the Committee will be required to vote on these appointments.

Resource Implications:

The recommendations of this report seek to enable membership of the select committees to achieve cross-party representation, whilst also allowing for the inclusion of members who are

not members of a political group or the Overview and Scrutiny Committee.

Legal and Governance Implications:

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Consultation Undertaken:

None required.

Background Papers:

None

Impact Assessments:

Risk Management

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.

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**Stronger Communities Select Committee
Work Programme 2019/20
Chairman: Councillor Y. Knight**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	"What are our customers telling us?"	Quarterly report of customer satisfaction and feedback	02 July 2019 - completed 01 October 2019 - completed 04 February 2020 - completed 21 April 2020	02 July 2019 01 October 2019 04 February 2020 21 April 2020
2.	Digital Inclusion	July report on project progress and future strategy October 2019 strategy update February 2020 strategy update April 2020 strategy update	02 July 2019 - completed 01 October 2019 - completed 04 February 2020 - completed	
3.	Universal Credit and its impact on our customers and services	July 2019 - Initial findings and recommended actions from the officer working group February 2020 – further findings, review of previous recommended actions and further recommendations.	02 July 2019 - completed 04 February 2020 - completed	
4.	Customer Service Strategy	Presentation to October 2019 meeting and quarterly update on key objectives thereafter	01 October 2019 - completed 04 February 2020 - completed 21 April 2020	
5.	Six-month report on the work of the Council-funded Police Officers	Report to 02 July 2019. Deferred until 21 April 2020.	02 July 2019 - completed 21 April 2020	
6.	Annual Review of work undertaken to address needs of the ageing population	Report to July 2019	02 July 2019 - completed	
7.	Presentation from the District Police Commander		04 February 2020 - completed	

8.	Community Safety Partnership annual report and review of the district Strategic Intelligence Assessment	Annual Report to 04 February 2020.	04 February 2020 - completed
9.	Presentation on new Cultural Strategy		04 February 2020 - completed
10.	Health and Wellbeing Strategy – To consider outcomes for the district	Report to 21 April 2020 Fabrizio Ferrari / Gill Wallis	21 April 2020
11.	Presentation on Community Champions Programme	Presentation to 04 February 2020.	04 February 2020 - completed
12.	Revised Homelessness and Rough Sleeping Strategy	Government requirement to make some changes.	21 April 2020
13.	Presentation from the Loughton based group GROW Community Garden who help people who are socially isolated		21 April 2020
14.	Proposed Changes to the Tenancy Policy		21 April 2020
	Items for 2020/21		
1.	EFDC's role in the provision of Telecare	To receive views from the Communities Select Committee's on the future of EFDC's provision of health care technology in light of ECC's tender for a single contractor of a county-wide care technology service	2020/21 Report - June 2020 Jennifer Gould

2.	Data insight led review of customer service outlets	Report to deferred until the next municipal year. Options and recommendations for short, medium and long-term options	2020/2021	
3.	Service reviews as a result of performance concerns	TBD	2020/2021	
4.	A Group/Organisation to give a presentation on Post Traumatic Stress Disorders and who it affected	TBD	2020/2021	

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**Stronger Council Select Committee
Work Programme 2019/20
Chairman: Councillor P Bolton**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	Corporate Plan Action Plan (KPI's by exception) – performance scrutiny	Corporate Action Plan KPI's, Q1 Apr, May, Jun – 9 July 2019 meeting Q2 Jul, Aug, Sept - 15 Oct 2019 meeting Q3 Oct, Nov, Dec - 14 Jan 2020 meeting Q4 Jan, Feb, Mar – 14 Apr 2020 meeting Reporting by exception.	Q1 – Completed – 9 July 2019 Q2 – Completed – 15 October 2019 Q3 – Completed – 14 January 2020.	9 July 2019 15 October 2019 14 January 2020 14 April 2020
2.	People Strategy	9 July and 15 October 2019 - Project reporting, issues focussed.	Updated - 9 July 2019 Updated – 15 October 2019 – Members agreed to a work shop event to informally discuss the People Strategy. Business Services Director to arrange for all members in January 2020 . Updated – 14 Jan 2020 – Job families / Members agreed to a work shop event to informally discuss the People Strategy. Business Services Director to arrange for all members 5 March 2020	
3.	Digital Enablement	Prioritisation of Council Technology strategy.	Updated – 14 Jan 2020 -The Technology Strategy was currently being worked on and would be presented to Cabinet in March 2020.	

		Outcome focussed 14 January 2020		
4.	Accommodation	9 July and 15 October 2019 - Project reporting, issues focussed	Updated - 9 July 2019 Updated – 15 Oct 2019 Updated - 14 Jan 2020 Committee requested further detailed information of the accommodation and timescales.	
5.	Financial Issues Paper	9 July 2019 Scrutiny of MTFS 20/21 onwards	15 October 2019 Completed – 14 January 2020	
6.	Draft budget scrutiny	2020/21 budget setting 14 January 2020	Completed – 14 January 2020	
7.	Asset Management Strategy	Council asset strategy (new)	Approved by the Cabinet 13/06/19 and referred to Council 30/07/19 for adoption.	
8.	Review of Polling Places, Polling Districts & Polling Stations	9 July 2019	Completed - 9 July 2019	
9.	Review of Local Elections 2019	15 October 2019	Completed – 15 October 2019.	

**Stronger Place Select Committee
Work Programme 2019/20
Chairman: Councillor D. Sunger**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	Economic Strategy	July 2019	COMPLETED Draft strategy to July meeting	4 July 2019
		September 2019	COMPLETED Update/progress report	17 September 2019
		March 2020	Final strategy (to include progress on the Local High Streets Task and Finish Panel)	9 December 2019
2.	North Weald Airfield Masterplan	September 2019	COMPLETED Update (following appointment of consultant masterplanner)	24 March 2020 - <i>postponed</i>
		December 2019	COMPLETED Progress/update report – to scrutinise	
		March 2020	Progress/update report	
3.	St Johns Road development	September 2019	COMPLETED Project report	
		March 2020	Progress/update report	
4.	Waste Management Contract	December 2019	COMPLETED Performance and amendments	
5.	Leisure Management Contract	December 2019	COMPLETED Performance and amendments	
6.	Local Plan and air quality	March 2020 TBC	Regular update/progress report Annual report on housing issues arising from the Local Plan (including Private Sector Housing, Council Housing and Assisted Living Accommodation)	
7.	Green agenda	March 2020	Update on sustainable travel – to be developed by the Sustainable Transport Officer	
		March 2020	Update on tree planting initiatives (report)	
8.	Climate emergency	June 2020 ongoing	Update on the progress in recruitment to the new posts Review the high-level summary of the action plan	
9.	Older people's services	December 2019	COMPLETED Housing & Property Services scope of review	
		June 2020 ongoing	Recommendations from the service reviews	
10.	Council Housebuilding	December 2019	COMPLETED Progress and issues	
		June 2020	Progress and issues	

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